

FREQUENTLY ASKED QUESTIONS

1. What is a business?

A business is a commercial enterprise, trade, occupation, calling, profession, vocation or activity engaged in, conducted, carried on, advertised or marketed, by any person, his agent or employee for the purpose of gain, benefit or advantage, either direct or indirect. ([LVMC 6.02.010](#))

2. Do I need a business license?

If your business sells a product or provides a service in exchange for other goods, services, or money in the corporate limits of the City of Las Vegas, then a business license is required. Also, if you commence, institute, advertise, aid, conduct, manage, carry on, or continue either permanently or temporarily any business activity within the City of Las Vegas, a business license is required. ([LVMC 6.02.060](#))

However, you will need to determine what jurisdiction your business is located in to make sure you are meeting the correct requirements.

3. How do I know what jurisdiction my business is located in?

Enter your business location in the [jurisdiction locator](#) on the Southern Nevada Regional Business License Launch Page and then press the validate button. Select the correct jurisdiction hyperlink to be taken directly to that jurisdiction's online business license application resource page.

4. How can I find out if a business is licensed in the City of Las Vegas?

Go to the "[Search for Existing Business](#)" page and enter your search criteria. You can search by business name, business address, business license number, owner name, license category, or new licenses issued in the last seven days.

5. How can I find out if a business is registered with the Nevada Secretary of State?

Go to the "[Nevada SilverFlume](#)" page and enter your search criteria. You can search by entity name, entity number, Nevada Business ID, officer name, or registered agents name.

6. What is a privilege business license? What is a general business license?

A license is required for businesses which are found by the City Council to require a high degree of supervision and to more seriously affect the economic, social and moral well-being of the City and its residents. Privilege licenses are closely scrutinized based on their business model, code or State requirements and approval of suitability of the principals by an approving authority. Liquor and Gaming are examples of privilege licenses. ([LVMC 6.06.010](#)). If your business is not a privilege type then it is a general business.

7. Do I need an appointment to submit a business license application?

- a. General License Application: No appointment is required.
- b. Privilege License Application: Yes, an appointment is required. Call (702) 229-1840 to schedule an appointment.

8. What is required to apply for a City of Las Vegas general business license?

- a. Apply for a Nevada State Business Registration with the Nevada Secretary of State, and register with the Nevada Department of Taxation at "[Nevada SilverFlume](#)" then go to the next step.
- b. Verify the location of your business using the [jurisdiction locator](#). If your business is in the City of Las Vegas or you will be conducting business in the City of Las Vegas, then follow the next step in the application process.
- c. Submit a City of Las Vegas business license application online using the "[Las Vegas Licensing Portal](#)." Click for [general license instruction sheets](#).
- d. Upon review of your completed online application, you will be contacted via e-mail with an amount due for the license fees.
- e. Once license fees are paid, the application will be electronically sent to Planning and Fire Prevention for review.
- f. Once all required agencies have electronically signed off on your application, it will be sent to the Director for final approval.
- g. If there are any issues along the way you will be contacted via e-mail.
- h. Upon final approval, your license will be sent to your mailing address.

9. How long will it take to get a general business license?

General business licenses are normally issued within 14 working days of receipt of a completed business license application but can take up to 30 days. Under certain circumstances a temporary license can be issued which allows you to conduct business pending the final approval of your business license.

10. What forms of payment do you accept?

- a. **Online:** Business license fees can be made online using Visa, Mastercard, Discover, or a check with a bank routing number and your account number. Go to "[Pay Business License Bill](#)" to access the Quick Pay or Web Portal.
- b. **Mail:** Write the business license number on the check or money order and make it payable to the City of Las Vegas. Do not send cash.

Mail to:

- Flat Fee Licenses: City of Las Vegas, PO Box 748028, Los Angeles, CA 90074-8028
- Gross Fee Licenses: City of Las Vegas, PO Box 748018, Los Angeles, CA 90074-8018. Gross revenue for the specific time period must be provided with payment.

- c. **In Person:** 333 North Rancho Drive, Monday through Thursday from 7:30 a.m. to 4:30 p.m. (closed Fridays, Holidays, and weekends).

11. What if I need to make changes to my license?

To make changes to your business license, go to the “[Report a Change of Business Name, Address, Location or Ownership](#)” web page and follow the instructions and links.

If you have changes to your e-mail address, phone number, or mailing address you can update those items using your portal account at <https://dscportal.lasvegasnevada.gov>.

12. How long do I have to report changes to my license?

Ownership changes, location changes, and business name changes need to be reported no later than 15 days after an addition, deletion, change, or modification takes place.

13. What if I forgot the username and password to my Portal Account?

Go to <https://dscportal.lasvegasnevada.gov/> and click on [reset/forgot my password](#).

If you forgot your username and password contact us at license@lasvegasnevada.gov or (702) 229-6281.

14. What should I do when my business moves to a new location?

- a. Verify the new location of your business using the [jurisdiction locator](#). If your new location is not in City jurisdiction see next step below. If you are still within the City jurisdiction submit a new City of Las Vegas business license application online using the “[Las Vegas Licensing Portal](#).” Indicate your current license number and the reason for the new application. There will be a \$50 processing fee. A new license will be issued after the appropriate reviews are completed.
***** Note:** A change of mailing address only can be completed via phone or email and does not require a \$50 processing fee; all other changes will require a new application.
- b. If the new business location is outside of Las Vegas city limits and are not operating within Las Vegas city limits, you need to close this license. Go to [Closing a Business](#) and apply for a new license with the proper agency.
- c. Any changes including closures need to be reported **within 15 days of the event**. If your license is not properly closed, fees will continue to accrue and your account will be sent to collections.

15. What do I need to do if my business closes?

Contact Business Licensing within 15 days of when a business closes. Go to “[Closing a Business](#)” to complete the form. Failure to notify Business Licensing could result in your account being sent to collections.

16. How can I reach the other Business License jurisdictions located in Clark County?

- a. [North Las Vegas](#)
- b. [Henderson](#)

- c. [Boulder City](#)
- d. [Mesquite](#)
- e. [Clark County](#)

17. Do I need a D.B.A. (Doing Business As) or Fictitious Business Name to file for a business license?

If your business name is anything other than your legal given name or exact legal entity name as registered with the Nevada Secretary of State, you will need to file a [Fictitious Firm Name Form](#) with the Clark County Clerk's office. It is not required that the form be filed prior to obtaining a business license. However, it is recommended that you [verify](#) that the name you wish to use is not already in use prior to licensing. Please note that some banks will not allow you to open a business account without filing the Fictitious Firm Name Form and obtaining a business license.

18. How can request help or report an unlicensed business?

Click [here](#) to request help with business licensing or report an unlicensed business.